

Chief, Headquarters Training

24 February 1961

Chief Instructor, Counterintelligence Operations

Internal Training Request Forms

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1. I wish to bring to your attention what appears to me to be the inadequacies and relative uselessness of the current training request forms. Both [REDACTED] and I have noted for a period of several months that these forms are entirely inadequate for our purpose, and I would, therefore, assume that they are probably inadequate for the purposes of other instructors. This statement is made under the assumption that the forms are to provide instructors with a certain amount of necessary information concerning students so that a useful digest of information would be available on all persons attending a particular class. I have not found that the forms as presently filled in by the originating offices supply this information. As an example of the inadequacies mentioned, consider the following: Entry 8 requests the applicant to describe his present assignment and experience as such relates to the requested training; One applicant for the last CI Operations course filled in this item by saying "To increase knowledge of current assignment"; seven students in the course simply stated in this part of their form that they were "Operations Officers"; another student, currently assigned to OTR, stated simply that he is an "instructor." Many of the forms neglect to indicate the educational level attained; some lack the signature or names of supervisors; others either lack or report inadequately various elements of information that should be supplied.

2. It would seem that the training request forms are not being "policed" by the registrar. It may not be essential to know all facts and figures concerning a particular student. However, it would certainly seem important that instructors have a correct statement regarding a student's present job, and previous experience as well as any facts concerning the student's projected assignment that would enable the instructors to assist him in the course of training.

3. It is, therefore, requested that the above situation be brought to the attention of those persons concerned so that it can be corrected.

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